

**CITY OF KELSO
NUTRIENT, INTEGRATED PEST MANAGEMENT
and HERBICIDE PLAN**

PREPARED May 28, 2010

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DRAWING: AIRPORT HERBICIDE PLAN

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I. OBJECTIVE

The objective of this Nutrient, Integrated Pest Management, and Herbicide Plan (Plan) is to reduce pollutants in discharges from all lands owned or maintained by the City. The major goal is to minimize manmade chemicals' entry into surface and groundwater resources by managing the:

- Amount, method, timing, and source of fertilizer, herbicide and pesticide applications, and
- Operation and maintenance activities that have a potential to release nutrients.

II. SCOPE

This Plan addresses City of Kelso (City) practices regarding fertilizers, pesticides, and herbicides including maintenance of vegetation in parks, right-of-ways and other City properties.

III. BACKGROUND

The City Operations Division has policies and practices for application of fertilizers, pesticides and herbicides on City managed facilities. These facilities include road right-of-way, the Southwest Washington Regional Airport, reservoirs and pump stations, the water treatment plant and parks. City park classifications include regional park, neighborhood park, neighborhood play lot, neighborhood open spaces, trails and undeveloped open spaces. A description of these parks are listed below.

The City's Western Washington Phase II Municipal Stormwater Permit (Permit) requires that a nutrient management and an integrated pest management plan be developed. This document fulfills this requirement that is stated in Section S5.C.5.g of the Permit

IV. QUALIFIED PERSONNEL

Operations has certified and highly experienced staff responsible for the use of herbicides and pesticides. Table 1 below shows the City's pesticide/structural pest inspector (SPI) license holders and their certifications. Their state licenses are shown in Appendix A, State License Holders. License holders are supervised by the Operations Superintendent, Randy Johnson, 577-3360. Other employees may also apply herbicides if within voice and visual contact of a licensed applicator and this practice is allowed by the state (RCW 17.21.020(13)).

Table 1: City of Kelso pesticide SPI license holders and their certifications

<i>City of Kelso Resources</i>	<i>Certification</i>	<i>Phone</i>
Tim Mackin, Parks Superintendent	Ornamental Weeds	577-7119
Roger Harper, Traffic/Facility Maintenance Lead	Ornamental Insect & Disease; Ornamental Weed; Rights-of-Way Weed	577-3363
Steve Moyer, Traffic Technician	Ornamental Weed	577-3245

V. DESCRIPTION OF PROPERTIES (greater than ¼ acre)

- A. Tam O'Shanter Park: A multi-seasonal regional park, Tam O'Shanter is a 38-acre park south of Kelso High School and adjacent to the Coweeman River. Landscaped areas include a multi-purpose soccer field, three girls fast-pitch softball fields, one Babe Ruth field, four Bambino fields, and a children's playground, as well as other grassed and vegetated areas.
- B. Catlin Spray Park: This 0.8-acre neighborhood park is located on the corner of Cowlitz Way and Main Street and includes a water spray play area, benches, picnic tables, the Senior Center, restrooms and landscaping.
- C. Rotary Park: Rotary Park is four-acre neighborhood park and is located to the east of Interstate 5 off of Burcham Street. The park consists of a playground, a covered picnic area, restroom facilities, open field space, and a skateboard park.
- D. Manasco Park: This 1.9-acre neighborhood park has five youth soccer fields and two restrooms and is located at the 1800 block of South River Road .
- E. Lads & Lassies Park: Located at the corner of 8th Avenue and Elm Street, this fenced play lot has a playground, park benches, trash receptacles, picnic table and a bike rack. The park is used year-round by the surrounding community.
- F. Scot Hollow Park: This three-quarter-acre open space is located at the intersection of 19th Avenue and Bates Street. The facility consists of a picnic table, park bench and an open field for play. It is used mainly in the Spring, Summer and Fall months for relaxation and play.
- G. Kelso Commons: This quarter-of-an-acre neighborhood open space is located in the business district on the corner of Pacific Avenue and Oak Street. The facility consists of picnic tables, park benches, trash receptacles, media building, drinking fountain, lawn and vegetation, and a memorial structure. The mini-park is intended for day use by people visiting the business district.

- H. Kiwanis Park: This one-third acre neighborhood open space is located at 121 Allen Street just west of the Interstate 5. The bench and landscape area provide a quaint respite for pedestrians and travelers.
- I. Peter Crawford Home Site: The City maintains a one-acre neighborhood open space along the east bank of the Cowlitz River near the intersection of Crawford Street and 1st Avenue. where the City's founder, Peter Crawford, once lived.
- J. Rhododendron Gardens: This quarter-of-an-acre neighborhood open space at Pacific Avenue North and Harris Street is strictly for passive purposes. There is no development; the area consists of a rhododendron garden.
- K. Trails: Kelso's urban trail system is a combination of on and off-road trails that provides a network of recreation, transportation and wildlife habitat viewing corridors around the City. The trails are located and designed to provide neighborhood links to commercial areas, schools, parks, employment centers, wildlife habitat areas, and also promote green space. The Cowlitz River trail follows the Cowlitz River dike from Cowlitz Gardens to Mill Street. The trail is paved and lighted and is 1.5 miles within Kelso. The Coweeman River trail is 3.7 miles within Kelso and it follows the Coweeman River dike from Talley Way to Tam O'Shanter Park, ending at Allen Street and Corduroy Road. The trail is gravel with a series of park benches.
- L. Camilla Summers River Front Park: This undeveloped open space is five acres in size and is located on the Cowlitz River between the Allen Street Bridge and the old water treatment plant.
- M. Harts Lake Recreation Area: This 248-acre parcel of land was donated by the Department of Natural Resources and is located adjacent to the Aldercrest landslide area along the Coweeman River east of Interstate-5. The parcel consists of timber, Coweeman river wetlands, and wildlife habitat. The Coweeman River flows through the northern portion of the site, creating a seasonal lake during wintertime. There is no public access to the lake at this time, other than from the Coweeman River.
- N. Aldercrest Open Space: An undeveloped open space 10 acres in size is located east of the intersection of Banyon Drive and Grimm Road. The site has limited access.
- O. Water Treatment Plant: The City water treatment plant is located at 703 South First Avenue. At the plant there are buildings, pavement and lawns. The lawns are maintained by City staff.

- P. Water Reservoirs, Water and Sewer Pump Stations: At twenty-one locations in and around Kelso are water reservoirs, water pump stations and sewer pump stations. Approximately half of these have landscaping.
- Q. Kelso Regional Airport: The Kelso Regional Airport in south Kelso is approximately 109 acres in size and includes buildings, pavement and grassed areas.
- R. Right-of-Ways: The road and shoulder areas in the City of Kelso.

VI. BEST MANAGEMENT PRACTICES

The City has a minimal approach towards the application of nutrients, pesticides and herbicides and these are applied only when necessary and appropriate. General comments for nutrients, pesticides and herbicides are stated below and with more detailed best management practices for each facility noted in Table 2: Best Management Practices. The City's procedures for vegetation management are detailed in Preventative Maintenance Program Sheets that are found in Appendix B.

A. Nutrients

The City has a limited program on the use of nutrients (fertilizers) that contain nitrogen, phosphorus and potassium (NPK). Fertilizers are applied at Tam O'Shanter Park, Kelso City Hall and Manasco Park by representatives from local baseball leagues. Weed & Feed is commonly applied.

Mowing of City properties is performed to keep grasses and weeds down and to provide a clean and well-kept look. This practice allows the cuttings that are left on the surface to return to the soil as nutrients. Mowing also controls pests that flourish in taller vegetation.

B. Pesticides

The City does not use pesticides except for sporadic and isolated instances. For example, over-the-counter bug spray (pesticide) is used on bees that establish nests in telemetry control boxes for water reservoirs.

C. Herbicides

The license holders apply herbicides in a manner consistent with manufacturers instructions that are based upon state guidelines. For examples, herbicides are applied during dry weather with no wind and are not applied close to the water such as at Tam O'Shanter Park. The airport, right-of-ways, Cowlitz River dike trail, and reservoirs are sprayed once a year during the Spring.

The Parks staff applies the following herbicides: SpeedZone broadleaf herbicide for turf, Crossbow low volatile weed and brush herbicide, Hi-Yield Killzall 2, and Casoron 4G dichlobenil weed and grass killer. The license holders and authorized staff apply the following herbicides: Crossbow, Hi-Yield Killzall, Escort, Oust, and LI-700. Chemicals are stored in cabinets with safety placards.

Table 2: Best Management Practices

Best Management Practices		
Facility	Practice	Nutrients (N) Herbicides (H)
Tam O'Shanter Park	Fertilizer is applied only in the ball field areas, not soccer fields, two times per year. Weed & Feed is applied on grass by representatives from local baseball leagues. Herbicides are used to control weeds in areas not accessible by mowers and this includes fence lines, park tables, buildings, rocks and shrubbery. Types of vegetation include grasses, blackberries, horsetail and clover. Herbicides are applied 4-5 times per year from Spring through August/September. In the ball fields, the City picks up the grass clippings on the first mowing of the year, typically in March. Otherwise, clippings are left to supply nutrients to the soil.	N, H
Catlin Spray Park	Herbicide is applied around the building. Leaves are picked up in the Fall.	H
Rotary Park	Herbicide is applied around the building and restroom. Grassy areas are mowed. Leaves are picked up in the Fall.	H
Manasco Park	Weed & Feed is applied to the soccer field areas.	H, N
Lads and Lassies Park	Grassy areas are mowed.	
Scot Hollow Park	Grassy areas are mowed. Leaves are picked up once in the Fall.	
Kelso Commons	Grassy areas are mowed. Leaves are picked up in the Fall. Moss control is applied for safety on the sidewalks in January/February to minimize slipping and falling hazards.	H
Kiwanis Park	The Kiwanis club pulls weeds and installs bark mulch for weed control.	
Peter Crawford Home Site	A strip of grass next to the road is mowed.	
Rhododendron Gardens	Grasses are mowed and weed-eaters are used. Bark dust is applied for weed control and visual appeal. Leaves are picked up in the Fall.	
Trails	The Coweeman River dike path is mowed by the City, paid for by CDID#3, and herbicide is used 3 feet on each side of the trail. The Cowlitz River dike path is sprayed one-foot off each side of the pavement.	H
Camilla Summers River Front Park	The City picks up litter in this park with the use of jail crews.	
Harts Lake Recreation Area	The City leaves this area to develop naturally.	

Best Management Practices		
Facility	Practice	Nutrients (N) Herbicides (H)
Aldercrest Open Space	The City leaves this area to develop naturally.	
Water Treatment Plant	The water treatment plant has a grounds maintenance program to ensure the grounds, that includes lawns, are clean and well kept. Previous to this plan, lawn fertilization was performed in the Spring and the Fall as soil quality was poor when the lawn was installed in 2002. The program has changed, on a trial basis, where the lawn will no longer be fertilized. Also, during mowing, grass clippings will be left on the lawn. The trial program includes inspection for excessive thatch that creates a favorable environment for pests and disease and an unfavorable growing environment for grass roots. If the lawn can thrive with no fertilizer, the City will consider permanently adopting this practice. Herbicide is used along the fenceline, buildings and at cracks in the pavement to control vegetation that is not accessible by mowers.	H
Water Reservoirs, Water & Sewer Pump Stations	Several of the water reservoirs and some of the pump stations have grasses and weeds. These are mowed/trimmed by mowers and weed eaters. Weeds are sprayed along fencelines and in some instances all areas around reservoirs.	H
Kelso City Hall	A small patch of lawn on the north side of the building is applied with Weed & Feed. This grassy area is mowed.	H, N
Kelso Regional Airport	The Kelso Regional Airport has large areas of grass that are mowed. Herbicides are applied in many locations for safety and ease of mowing. Significant locations for herbicide application include the perimeter fences, buildings, seg-circle and runway lights. A drawing (See Figure: Airport Herbicide Plan) shows locations for spraying.	H
Right-of-Ways	Herbicide is applied along the Academy St. guardrail and the Allen Street curb line. Kelso Drive and Old Highway 99 shoulders are sprayed to keep vegetation off of the driving surface.	H

D. Restriction of Nutrient Entry into Surface and Ground Waters

- 1) Do not apply fertilizer on saturated soils, storm drains, surface water, wetlands, or impervious surfaces [Note: Sweep-up fertilizer inadvertently applied to pavement (sidewalks, etc.)].
- 2) Do not apply chemicals to frozen soils unless the chemicals are used to melt snow or ice on high traffic turf areas.
- 3) Take action to avoid drift of fertilizer into waterbodies, such as when liquid fertilizers are applied repetitively or when granular fertilizer is

applied without an unfertilized vegetative buffer strip surrounding the waterbody.

E. Vegetation Management

The following practices should be followed for vegetation management.

- 1) Keep storm drains clean and clear of debris.
- 2) Sweep-up and coordinate with the street sweeper if generating clippings or other vegetative wastes in the street (or City parking lots).
- 3) Do not sweep, blow, or rake vegetation to rivers, ponds, or sloughs.
- 4) Herbicide use is limited to licensed applicators or as otherwise prescribed by state law.
- 5) The leaf maintenance program policy is to pick-up leaves in the City parks and facilities. The scheduled time is from mid-October through late November.

F. Operation and Maintenance

- 1) *Personal Protective Equipment (PPE)*. The applicator shall wear protective clothing appropriate to the material being handled as per the material's Material Safety Data Sheet (MSDS).
- 2) *Storage*. Protect fertilizer from the weather, and from accidental leakage or spillage.
- 3) *Mowing Height*. Ideal height varies with grass type. Frequent mowing will result in short clippings that can be left on the lawn. Ideally, cut no more than one-third of the height of the grass blades. Mowing blades should be kept sharp to prevent tearing.
- 4) *Irrigation*. Deep watering similar to a soaking rain is best. Use enough water to deliver the product without causing runoff (which carries unwanted nutrients, clippings, and animal feces to surface waters).
- 5) *Thatch Build-Up*. If thatch buildup occurs that interferes with the intended use of the turf (over 1/2 inch thick) it may be necessary to remediate with core aeration. Excessive thatch build-up may be a sign of overuse of fertilizer, increasing soil compaction, or poor root development.

G. Animal Waste

The City has purchased three pet waste stations and two are installed. One is installed at Tam O'Shanter by the Rister parking lot and the other is installed at the Senior Center. The third station will be installed in the near future. Citizens are encouraged to use the plastic bags that are dispensed at the pet waste stations to pick up after their pets.

VIII. MANAGEMENT

A. Duty to Comply

This Plan for nutrient and integrated pest management is required under Section S5.C.5(g) of the City's Phase II Municipal Stormwater Permit. It may be necessary for planners and field staff to take precautions beyond the minimums contained within the criteria to account for such concerns as site hydrology, turf quality, and the potential for nutrients to enter water bodies.

B. Training

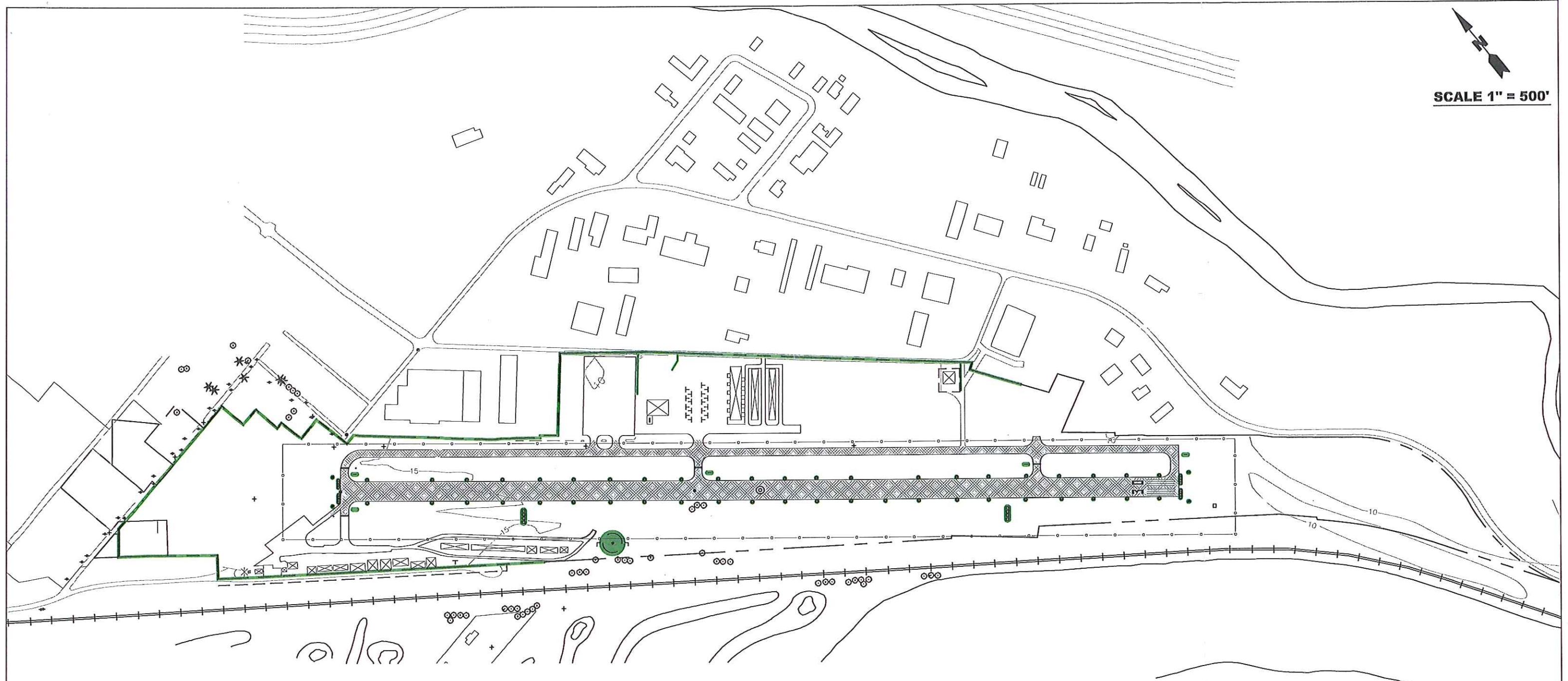
All persons who manage, handle, use, and/or apply nutrients, pesticides, or herbicides on public property shall receive periodic training on the contents of this Plan, including for new products or strategies, plan updates, and personnel changes. Training shall be conducted by/with the qualified person(s) listed in the plan. Training records will be kept in the Engineering Department for inspection by Ecology.

C. Revision

The plan shall be revised as needed by qualified persons to reflect changes in vegetation and/or management objectives.

DRAWING

SCALE 1" = 500'



NOTE:

1. APPLY HERBICIDE AT THE RUNWAY AND TAXIWAY EDGES. COORDINATE THE APPLICATION WITH GRADING OPERATIONS INTENDED TO REMOVE VEGETATION AT THE SAME LOCATIONS.
2. APPLY HERBICIDE ALONG THE EDGES OF BUILDINGS WHERE IT IS INACCESSIBLE BY MOWERS.

- HERBICIDE APPLICATION AREAS
- RUNWAY LIGHT
- STROBE LIGHT
- SIGN

APPENDIX A

State License Holders

Washington State Department of Agriculture (WSDA)
PESTICIDE/SPI LICENSE HOLDER

NOTE: ANNUAL RENEWAL REQUIRED!

Name: Roger L Harper

License No.: 55681



**ALERT: CARD NOT PROOF OF CURRENT LICENSE!
SEE BACK OF CARD FOR FURTHER DETAILS.**

Washington State Department of Agriculture (WSDA)
PESTICIDE/SPI LICENSE HOLDER

NOTE: ANNUAL RENEWAL REQUIRED!

Name: Steven L Moyer

License No.: 70234



**ALERT: CARD NOT PROOF OF CURRENT LICENSE!
SEE BACK OF CARD FOR FURTHER DETAILS.**

Notice: This card verifies that the holder MAY be certified by WSDA for one or more pesticide or structural pest inspector activities.

To determine current status, including licenses and categories held, go to the WSDA website at:

<http://agr.wa.gov/PestLicense>

or call 1-877-301-4555.

Request picture ID to verify identity.

Roger L Harper

CARDHOLDER SIGNATURE

AGR FORM 640-4211 (R/12/06)

Notice: This card verifies that the holder MAY be certified by WSDA for one or more pesticide or structural pest inspector activities.

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or call 1-877-301-4555.

Request picture ID to verify identity.

Steven L Moyer

CARDHOLDER SIGNATURE

AGR FORM 640-4211 (R/12/06)

Washington State Department of Agriculture (WSDA)
PESTICIDE/SPI LICENSE HOLDER

NOTE: ANNUAL RENEWAL REQUIRED!

Name: Tim J Mackin

License No.: 70232



**ALERT: CARD NOT PROOF OF CURRENT LICENSE!
SEE BACK OF CARD FOR FURTHER DETAILS.**

Notice: This card verifies that the holder MAY be certified by WSDA for one or more pesticide or structural pest inspector activities.

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or call 1-877-301-4555.

Request picture ID to verify identity.

Tim J Mackin

CARDHOLDER SIGNATURE

AGR FORM 640-4211 (R/12/06)

APPENDIX B

Preventative Maintenance Program Sheets

PREVENTATIVE MAINTENANCE PROGRAM SHEET

1. NAME OF PROGRAM:

Reservoir Mowing Program

MEASUREMENT FOR SUCCESS: to control grass and weeds to maintain a clean looking facility.

2. REVISION DATES:

February 3, 2010

3. PROCEDURES REQUIRED (SCOPE):

- The jail crew will knock down the growth at Tybren Heights, Rocky Point, Minor Road, Carroll Road, and Behshell Heights twice in the spring, early summer, and twice in the fall because of the large size areas to be controlled.
- Summer Help, Temporary Help, along with pump station personnel and the supervisor will provide the manpower required to maintain and control the grass and weeds at pump stations and reservoirs.

4. MAN HOURS REQUIRED:

20-30 hours per week

5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION:

Riding Lawnmower, push mower, and 2 weed eaters

6. QUANTITY OF SUBJECT (NUMBER OF):

15 sites

7. CREW SIZE REQUIRED:

1 -2 crew members

8. SCHEDULED TIME OF YEAR, MONTH, DURATION:

Spring, Summer, and Fall

9. SAFETY REQUIREMENTS:

Safe & efficient use of tools and equipment is expected. Personal safety equipment shall be used if required.

10. MAP OF PROGRAM (ATTACHMENT):

PREVENTATIVE MAINTENANCE PROGRAM SHEET

1. NAME OF PROGRAM: Spraying Locations and Schedule
2. REVISION DATES: 10/27/06
3. QUANTITY: Approx. 2 gal of Round up, 2 gal. Crossbow, and 16 oz of Tel-are around 120 gallons of pesticide.
4. MAN HOURS REQUIRED: Spring spraying 25 hours. Fall spraying 25 hours.
5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION: Chemicals used are: Roundup \$90 for 2.5 gal. Crossbow \$90 for 2.5 gal. Tel-are for horsetails, \$485 for 16 oz. 2 backpack sprayers 5 gal. Each. 1 truck mounted 25 gal elec. Sprayer.
6. PROCEDURES REQUIRED (SCOPE): Spraying all of our parks. Buildings, fences, trees, curbs, flower beds,
7. CREW SIZE: 1 person per backpack, 1 or 2 in the truck with the 25 gal. Mounted sprayer. Faster with 2 people, one drives other walks.
8. WHEN: TIME OF YEAR, MONTH, DURATION: When: Early spring, could be as soon as March or late as June all depending on the weather. When it dries we spray. Fall we will start in Sept. as long as it is still dry.
9. MAP OF PROGRAM (ATTACHEMENT): Tamo, Scott Hollow, 8 th Elm, Rotary, Spray park, Dike, City Hall, Rhododendron Park, Visitors Ct. Welcome signs, Burger King, Depot to the bridge. City Hall. & Old City Hall.
10. SAFETY EQUIPMENT: Safety glasses, rubber gloves up to the middle of arm.

PREVENTATIVE MAINTANENCE PROGRAM SHEET

1. NAME OF PROGRAM: Weed Control
* MEASUREMENT FOR SUCCESS : Dead Weeds
2. REVISION DATES: November 30 th , 2009
3. QUANTITY: Dike Path 3.8mi;Academy St. Guardrail 1,584ft; Allen St. curb line 3.2mi;Airport-fence&bldg's 4874ft, Seg.Circle 14950sqft, Runway lights 87; Reservoirs-Beschel Hts,Mt. Brynion,Rocky Pt, Carroll Rd. K.Dr. & Old 99.
4. MAN HOURS REQUIRED: 85
5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION: Crossbow \$175.00/2.5gal;Hi-Yield Killzall \$120.99/2.5gal; OUST XP \$475.43/48oz;Escort \$242.00/8oz;LI-700(adjutant)\$26.99gal
6. PROCEDURES REQUIRED (SCOPE): Apply herbicide to aforementioned Areas using truck mounted sprayer: K.Dr. Guardrail, Old 99 & Airport areas will have OUST, Escort and LI-700 applied. All other areas will have a combination of Crossbow & Killzall.
7. CREW SIZE: Two
8. WHEN: TIME OF YEAR, MONTH, DURATION: As early as possible in Spring (weather permitting).
9. SAFETY: Gloves & glasses; hardhat & vest also, if in roadway.

OCTOBER 2005

PREVENTATIVE MAINTENANCE PROGRAM SHEET

1. NAME OF PROGRAM: Weeding Program

2. REVISION DATES: 10/27/06

3. PROCEDURES REQUIRED (SCOPE): The weeding program will mostly be centered on City Hall, the Train Depot and the Allen Street Bridge.

We will come in first and spray to kill the weeds in early spring as soon as the weather gets over 60 degrees. We will then come in and removed the weeds ones there dead. We will then come back, weather permitting (needs to be warm).

4. MAN HOURS REQUIRED: A lot depends on amount of weeds, at least two weeks in May, then a week in June, a week in July. And a maybe a couple days in Aug. most weeds are gone by Aug. either all pulled or have been sprayed and dead. Man-hours 6 hours a day for the two weeks and same for the fallowing weeks.

5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION: Gator, shovels, weed pulling tool. Gloves.

6. QUANTITY OF SUBJECT (NUMBER OF):

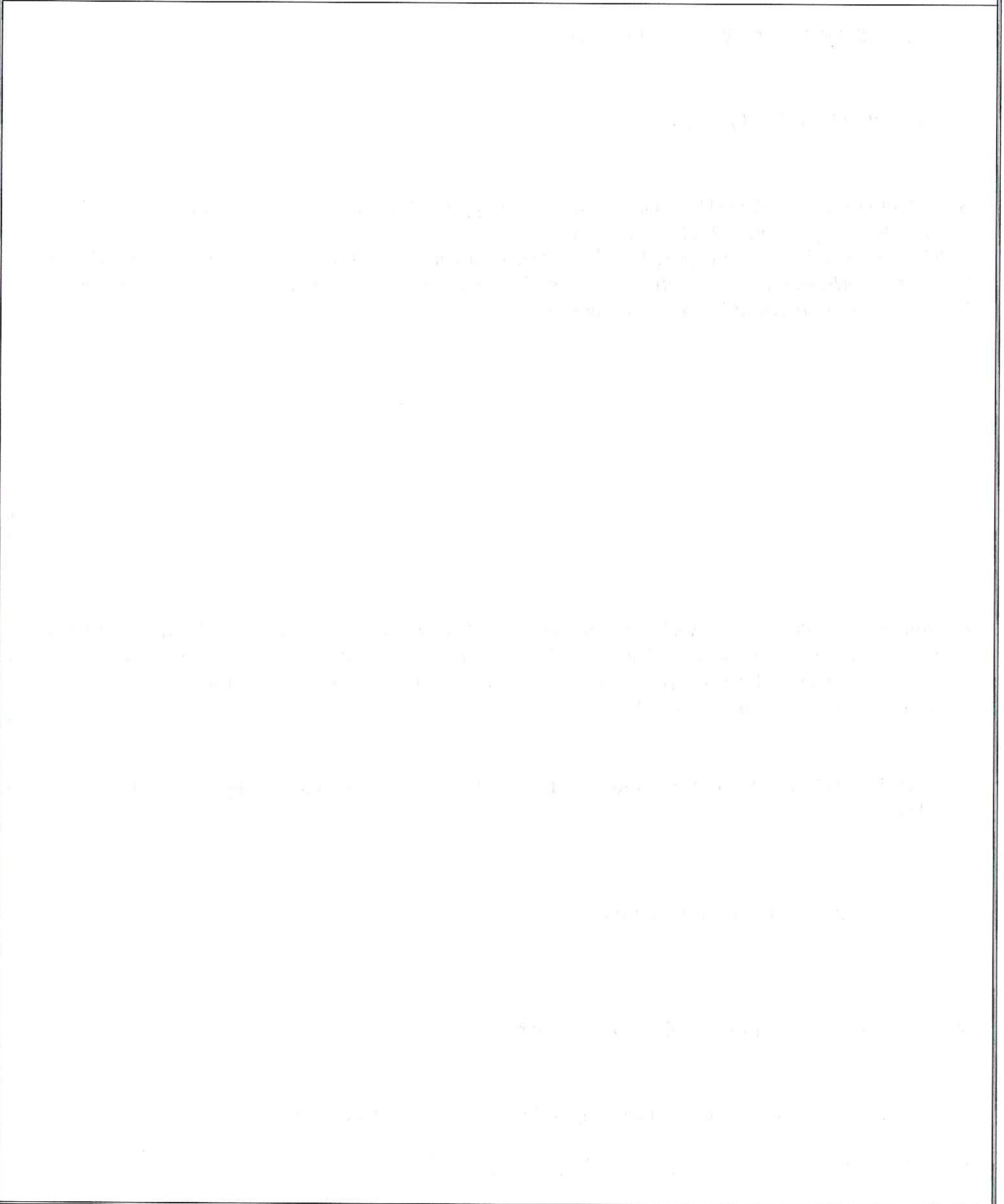
7. CREW SIZE REQUIRED: Could be one or two

8. SCHEDULED TIME OF YEAR, MONTH, and DURATION: Starting May thru Aug.

9. SAFETY REQUIREMENTS: Gloves and Eyewear.

OCTOBER 2005

10. MAP OF PROGRAM (ATTACHEMENT): City Hall, Train Depot, Allen St. Bridge, and Old City Hall.



PREVENTATIVE MAINTENANCE PROGRAM SHEET

1. NAME OF PROGRAM: Bark Dusting Program/Schedule
2. REVISION DATES: 10/27/06
3. QUANTITY: Approximately 120 cubic yards of Bark Dust.
4. MAN HOURS REQUIRED: 4 people, sometimes 5 approx. 80 hours. Total.
5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION: Shovels, truck and trailer, and Bark Dust. Cost is \$19 per yard. We used a total of 37 yards for a Total of \$ 703.00
6. PROCEDURES REQUIRED (SCOPE): To put bark dust down around Tamo O' Shanter Park, Trees, tables, buildings, logs, flower beds. Bark all around the Train Depot down to the Allen St. bridge. 8 th and Elm, 2 Welcome Signs, Rotary, Scott Hollow, Rhododendron Park. Visitors Ct. and Commons.
7. CREW SIZE: 4 or 5
8. WHEN: TIME OF YEAR, MONTH, DURATION: When: Summer, Month: Aug. takes around two weeks to complete.
9. MAP OF PROGRAM (ATTACHEMENT): Tam O', Commons, Rotary, Scott Hollow, Visitors Ct., Depot to Allen St. bridge, City Hall, Welcome Signs, Rhododendron Park, 8 th and Elm.
10. SAFETY EQUIPMENT: Protective glasses, gloves, work boots.

PREVENTATIVE MAINTANENCE PROGRAM SHEET

1. NAME OF PROGRAM: Grounds Maintenance Program
2. REVISION DATES: 04-30-10
3. PROCEDURES REQUIRED (SCOPE): <ul style="list-style-type: none">• See Attached SOP
4. MAN HOURS REQUIRED: Requires about 60 hours per season
5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION: Gasoline-\$15.00 per season Roundup weed killer- \$25.00 per season Bark Dust- \$20.00
6. QUANTITY OF SUBJECT (NUMBER OF):
7. CREW SIZE REQUIRED: One or Two
8. SCHEDULED TIME OF YEAR, MONTH, DURATION: May through September
9. SAFETY REQUIREMENTS: See Attached SOP
10. MAP OF PROGRAM (ATTACHMENT):

**City of Kelso
Water Treatment Plant**

Grounds Maintenance Program

Explanation:

- The Grounds maintenance program is to ensure the Water Treatment Plant grounds are clean and well kept at all times. The program includes but is not limited to mowing the lawn, weed control, edging the lawn, garbage control, weed eating, flower beds, and bark dust.

Man Hours:

- Requires about 3 hours per week during spring, summer and fall. And about 1 hour per month during the Winter months

Crew Size:

- One

Materials Required / Used:

- Lawn mower
- Gasoline
- Weed eater
- Weed killer
- Pump sprayer (designated for the proper spray being used)

Safety:

- Only properly trained and/or certified personnel with complete understanding of safety practices to perform this work are allowed to do so. If you have any questions contact your supervisor or lead. Goggles or safety glasses, gloves, earplugs, personal respirator will be used as appropriate.
- Understanding of the MSDS for the materials being used.

Procedures:

- Monthly throughout the spring and fall apply roundup weed killer along all fence lines and cracks in concrete and pavement and anywhere there are weeds.
- From spring through summer mow lawn at least twice per week or as need to keep looking well kept; do not rake the grass but leave on the surface for thatching. Inspect for excessive thatch (over 1/2"-inch) once a summer season. If excessive, treat for thatch.

- Weed flowerbeds in the front and back of plant as needed to control weeds and keep looking well kept.
- Annually in the beginning of the summer season purchase bark dust and apply in the front and back flowerbeds.
- Once a week weed eat around all vaults and backwash surge tank and side walks.
- Control trash around treatment plant grounds on an as needed basis.
- Place the sprinkler system in the automatic mode. Close all valves in green valve boxes that were opened for winterization.
- In the beginning of the summer season turn on the automatic sprinkler system.
- Pressure wash ground walkways of dirt, moss and other debris on an as needed basis.

PREVENTATIVE MAINTENANCE PROGRAM SHEET

1. NAME OF PROGRAM: Lawn mowing/Weed eating Schedule
2. REVISION DATES: 10/27/06
3. QUANTITY: 10 mowing areas
4. MAN HOURS REQUIRED: Tamo 10 hrs, Scott Hollow 1 hr., Rotary Park 3 hrs. Manasco soccer field 3 hrs, Mill & Grade 2 hrs. Rhododendron Park 1hr, Catlin spray park 2 hr. 8 th & Elem.30min, Commons .30 min, City hall 1 hr. & depot, lot across from City Hall .30 min. Peter Crawford .30 min, Dike 35 hrs. Welcome sign, Water drain area at foot of Allen St. bridge 3 hrs. Burger King 1 hr. Visitors Ct. 2 hrs. All these are total hours per. Park or area.
5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION: 1 Toro mower, 1 John Deere mower, 1 case tractor w/ flail, 1 hand mower. 1 weed eater.
6. PROCEDURES REQUIRED (SCOPE): Mowing and weed eating each park or area on a daily, weekly, bi-monthly or monthly schedule.
7. CREW SIZE: 3, One man on each riding Mower, 1 on push mower. Push mower man will use the weed eater when he's done with hand mowing.
8. WHEN: TIME OF YEAR, MONTH, DURATION: Year around, heavy time is the spring and summer.
9. MAP OF PROGRAM (ATTACHEMENT): Tamo O' Shanter, Scott Hollow, Rotary park, Manasco soccer park, Mill & Grade St, Rhododendron park, Spray Park, 8 th & Elem, Commons, City hall & Depot, lot across from City Hall, Peter Crawford, Dike from Allen St. to Tally Way bridge. Visitors Ct. Burger King, Welcome sign, Water drainage area at

foot of Allen St. Bridge.

10. SAFETY EQUIPMENT: Safety glasses, gloves, earplugs, leather boots.

OCTOBER 2005

PREVENTATIVE MAINTENANCE PROGRAM SHEET

1. NAME OF PROGRAM: Leaf maintenance program

2. REVISION DATES: 10/27/06

3. PROCEDURES REQUIRED (SCOPE): Pick-up leaves in the fall in all the City parks and around facilities.

4. MAN HOURS REQUIRED: With one backpack blower and rakes, anywhere from two weeks to a month.

5. MATERIALS NEEDED: COST & PRODUCT DESCRIPTION: We need 1 backpack blower and rakes.

To do it more efficient we need, One 4 cubic yard sweeper to pull behind the case tractor. One 20 horse power blower. Cost: Sweeper \$ 17,000.00. 20 horse power blower \$7000

6. QUANTITY OF SUBJECT (NUMBER OF): All parks, and around City facilities.

7. CREW SIZE REQUIRED: One on backpack blower, 2 on rakes.

8. SCHEDULED TIME OF YEAR, MONTH, DURATION: Starting middle of Oct. finishing in late Nov.

9. SAFETY REQUIREMENTS: Earplugs, safety glasses, boots, gloves.

OCTOBER 2005

10. MAP OF PROGRAM (ATTACHEMENT): All City parks and all of the City facilities and buildings areas.